

FORKLIFT PRE-USE INSPECTION FORM

LOCATION: _____
(Department and Division)

DATE: _____
(Month/Year)

MAKE & MODEL:

TYPE: _____

SUPERVISOR: _____
(Print Name)

(Signature and Initials)

VISUAL CHECKS

☐ MAST☐ OVERHEAD GUARD☐ TIRES☐ CHAINS☐ FORKS☐ BACKREST☐ HYDRAULIC
SYSTEM☐ ALL FLUID LEVELS
(OIL, HYDRAULICS,
AND COOLANT)☐ BATTERY FOR DAMAGE,
CORROSION, LOOSE
CONNECTIONS☐ NO VISIBLE LEAKS
UNDER FLUID
LEVELS

OPERATIONAL CHECKS (Start the Forklift)

☐ ALL GAUGES/INDICATORS☐ HORN☐ STEERING☐ PARKING BRAKES☐ LIGHTS☐ LIFT/TILT☐ BRAKES☐ BACK UP ALARM

DATE	VISUAL/OPERATIONAL CHECKS			IF NOT OK, SPECIFY	WORK ORDER # AND DATE	SUPV. INITIALS
	OK	NEED SERVICE	OUT OF SERVICE			
1						
2						
3						
4						
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31						

FORKLIFT CHECKLIST

COMPONENT TIRES

Check for:

- ☐ No excessive wear, splitting or missing tire material
- ☐ Good rim condition

CYLINDERS AND HYDRAULIC LINES

Check:

- ☐ Hydraulic fluid at proper levels
- ☐ No damage to or fluid leaking from lift and tilt cylinders
- ☐ Mounting hardware on cylinders is secure
- ☐ Hydraulic lines okay
- ☐ Hoses okay
- ☐ Secure connections at fittings

CARRIAGE, MAST AND BACKREST

Check carriage, mast and backrest for:

- ☐ No visible damage
- ☐ Secure mountings
- ☐ No broken welds

FORKS

Check:

- ☐ Forks are set for job
- ☐ Forks have no cracks or other damage

CHAINS

Check:

- ☐ Chains are clean and lubricated
- ☐ Chains have no visible wear
- ☐ Chains have equal tension

ENGINE

Check:

- ☐ No visible leaks under forklift

STEERING

Check:

- ☐ No strange noise

GUARDS

Check:

- ☐ No broken welds
- ☐ No visible damage

HORNS AND LIGHTS

Check:

- ☐ Horns work properly
- ☐ Lights work properly

GAUGES

Start forklift and check:

- ☐ All gauges work properly
- ☐ All indicators work properly
- ☐ Moving parts work smoothly and properly

MAST AND TILT CYLINDERS

- ☐ Lift carriage to its maximum height
- ☐ Lower carriage to just above the floor
- ☐ Carriage moves smoothly and completely

PARKING BRAKES

- ☐ Parking brake prevents the forklift from moving

ACCELERATOR, TRANSMISSION AND SERVICE BRAKES

Release parking brake and check:

- ☐ Forklift accelerates smoothly
- ☐ Brakes slow forklift without jerking or locking
- ☐ Backup signal sounds when moving in reverse